

The Fiscal and Support Office (FSO) provides the department with fiscal and financial management support services. The division's mission is to ensure that the integrity of financial information reported complies with federal and state regulations and audit requirements; to facilitate and expedite the processing of transactions that benefit customer programs.

Accomplishments (FY2005):

Consolidation and Centralization: The Department has begun its efforts in centralizing the fiscal and financial management of various program funding sources. We will continue to provide administrative support services to divisions within the department who suffer from limited manpower. Performing the administrative duties for each program allows for the divisions to focus on their specific program goals and objectives.

Federal Reporting: During the consolidation and centralizing efforts, the department discovered several federal program reports were not submitted in a timely manner. For FY2005, FSO in collaboration with the federal program administrators was able to submit all federal financial reporting on time.

Projects On-Going (Planning & Development Phase):

Performance Base Management Budgeting: FY2006 Planned Activities:

- **Data Collection**

- **Automation:**
 - **Workforce Development System**
 - **Task Management**
 - **Financial Management – Tracking & Monitoring**
 - **Staff Development – Financial Management Training**

Standard Operating Procedures – Amendments & Revisions

OSCC – Cost Allocation Plan and Resource Sharing Agreement